

Resource Plans

Three Categories of Resource Plans

A resource plan must be entered and approved for each Work Item that will be used to incur charges. It is on these screens that you will validate the details of a Work Item. Most resource plans will have multiple methods of accomplishment (MOAs), resource codes, and multiple work category/work category elements for the Work Items, thereby allowing a variety of possible budgetary/ resource estimates. The originator of the plans may have as many plans as necessary in order for the supervisor/manager to choose the best plan. Although resource plans take time and planning, these are recommended because CEFMS permits easy monitoring of execution against the plan.

A resource plan will always be in one of three categories:

- *Forecasted.* All resource plans will remain in this status until one of the plans has been approved.
- *Baseline.* Once a forecasted plan is selected by the approver, it may be approved. When this happens, it becomes the baseline plan. There may be only one baseline plan for any given Work Item.
- *Current.* Approved changes or amendments to the baseline plan cause the plan to change to the “Current” status. This plan will remain current until another amendment is entered. Then the amendment will become forecasted until approved. Once approved, it will then again be Current.

Create Resource Plans/Estimates

From the CEFMS Main Menu, type

- 3** Financial Management Functions **Enter**
- 4** Budgetary/Estimating **Enter**
- 3** Create/Update Resource Estimates **Enter**

You will be at Screen 2.3 (see next page).

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2.1.0 RESOURCE PLAN CREATE/UPDATE SCREEN 2.3

WORK ITEM CODE:
 RESOURCE PLAN NO:
 PARENT WORK ITEM CODE:
 PARENT RESOURCE PLAN NO:

STATUS:

LAST AMEND NO: QUERIED/NEW AMENDMENT NO: AMEND DATE:
 APPROVAL DATE: APPROVED BY:

CTRL-F1 CREATE/UPDATE RESOURCE ESTIMATES
 CTRL-F2 SUBORDINATE RESOURCE PLANS CTRL-F3 PARENT SUMMARY OF ESTIMATES
 F9 CREATE RECORD <END> COMMIT F10 EXIT CTRL-F10 MENU

<F2> <F3> to QUERY or APPROVE. <F4> to CREATE a new Resource Plan.
 Count: *00 <Replace>
 Exit: ALT-F10 NUMERIC

Screen 2.3

To create a resource plan:

Press **F4** to create a record. A list screen will populate (Screen 4.48) for you to use to query your Work Item.

Press **F2**. Type in the Work Item code (ex. **XL123B**), and press **F3** to execute.

Parent Work Item

If this Work Item is the “Parent,” simply press the **Enter** key. If not, you must utilize the **F4** list screen in order to choose the Parent Work Item. ONLY the Parent Work Item associated with this child will show up. Press the **Enter** key to accept.

Press **Enter**. Press **Enter**. You will be in Block 2 of the screen at the Amend Date field. It will populate with the current date.

Press **Ctrl + F1** to retrieve the Resource Estimate screen (2.3.1)

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2.1.0 RESOURCE ESTIMATES 2.3.1

RESOURCE PLAN: 1 WORK ITEM: 197495 RP AMEND NO:

FUND TYPE: D DATE: 27-JUL-94 WORK CAT CODE:
 APPROP SYMBOL: 4902 WORK CAT ELEM:
 MOA CODE: UOM:
 RESOURCE CODE: BULK ALL RESOURCES FY: 1994 RATE: .00
 ORGANIZATION: 0400000 EXECUTIVE OFFICE OBJ CLASS CODE: 0000
 AMSCO CODE:

FISCAL YEAR EST'D DOLLARS: 500000.00 FISCAL YEAR SPREAD (Y/Q/M): M
 TOTAL CONTINGENCY AMOUNT: .00 TOTAL FY DOLLARS: 500000.00

TOTAL MONTHLY COSTS						TTL QTR COSTS			
OCT: 41666.63	NOV: 41666.67	DEC: 41666.67	QTR 1: 124999.97						
JAN: 41666.67	FEB: 41666.67	MAR: 41666.67	QTR 2: 125000.01						
APR: 41666.67	MAY: 41666.67	JUN: 41666.67	QTR 3: 125000.01						
JUL: 41666.67	AUG: 41666.67	SEP: 41666.67	QTR 4: 125000.01						

<CTRL-F5> TO ENTER QUANTITY, UNIT PRICE/RATE AND CONTINGENCY AMOUNT

Press <F4> for list of valid approp symbols.
 Count: *1 <Replace>
 Exit: ALT-F10 NUMERIC

Screen 2.3.1

Remember, the resource plan is an *estimating* tool only. The top block of this screen is used to specify the resources that will be used to support the work. In this block you will complete the following items:

Fund Type

This refers to the type of funds that will be furnished to cover expenses. If you know the fund type, you may type it in and press the **Enter** key to accept. If not, press the **F4** key for a list screen and the available options will be shown. Use the **down arrow** key to move the cursor to the correct fund type and press the **Enter** key to accept.

Approp Symbol

If you know the appropriation symbol, you may type it in and press the **Enter** key to accept. If not, press the **F4** key for a list screen to perform a query. Press **F2** to query, type in the information you know (ex. **490%** for the Revolving Fund appropriation), and press **F3** to execute. (Also, instead of querying on the number, you may press the **Tab** key to the Name field and query there.) Use the **down arrow** key to move the cursor to the correct fund type and press the **Enter** key to accept.

MOA Code

This is the method of accomplishment. This will explain *how* the work will be accomplished. Your choices are

- **C1.** Contract Inside Government (e.g., another Federal agency such as GSA or DLA).
- **C2.** Contract Outside Government (e.g., Employee's travel orders, AScl, InterGraph).
- **I1.** In-House Other Resources (work done within WES, e.g., Visual Production, DPW, ISDD).
- **I2.** In-House Labor (work performed by WES personnel).
- **R1.** Reimbursable - Inside Corps (work performed by other Districts, e.g., Portland District or Little Rock).
- **R2.** Reimbursable - Inside Federal Government (work performed by other Federal Government agencies, e.g., Air Force).
- **R3.** Reimbursable - Non-Federal Government (work performed by state or local governments, universities, e.g., University of Alabama).

You can type one of the above codes and then press **Enter**, *or* you can press **F4** and use the **down arrow** key to designate the appropriate MOA. Press **Enter** to select.

Resource Code

This field will define the type of goods and services that are being provided. There are five major groups of resource codes: Bulk, Services, Manpower, Real Property, and Personal Property. There is a listing of WES-approved resource codes in Section X of this guide. Type in the resource code if you know it and press the **Enter** key. If you don't know it, you may press the **F4** key for a list screen and query (press **F2** to query, **Tab** key to the second field, which is the parent resource code. Type in one of the major groups listed above, for example, **SERVICES%** for Services, and press **F3** to execute the query). Use **down arrow** key to find your code.

Press **Enter** to select the correct resource code.

To get to the *Sibling* Resource Codes, you can **page down**, use the **down arrow** key, and press **Enter** to select.

To get to the *children* resource codes, you can **page down**, use the **down arrow** key, and press **Enter** to select.

Some of the most frequently used resource codes are listed below:

OFCSUPL	STOCKROOM	TRANHNGS
LABOR	ADPE	SHOP/FACIL
TRAVEL	SERVICES	CONTSVC
TRAINING	VEHMAINT	ITL-VPC
INCENAWD	TIMEOFFAWD	

It is recommended that you use the highest level resource code appropriate for the plan; this will greatly simplify tracking execution.

Organization

This is the organization responsible for the work being performed on this estimate. The organization codes at WES begin with **U4**; each has a total of seven characters. Press the **F4** key for a list screen and query on the Organization. Use the **down arrow** key (if necessary) and press **Enter** to select.

The Work Category Codes and Work Category Element Codes have been established and tie directly to the WES mission responsibilities. The selection of appropriate codes is extremely important. A listing of the codes is at Section Y.

Work Category Code

This specifies what is being produced. Press the **F4** key for a list screen, **down arrow** to the correct code, and press **Enter** to select. There will be a Work Category Code that corresponds to the Resource Code that you previously chose. You may use the **Shift + F2** keys to view the subsequent sets of records. Use the **down arrow** to go to the proper one, and press **Enter** to select, or use the query function.

Work Category Element

This field is automatically populated when you choose the Work Category Code.

Unit of Measure

Depending on the type of resource code, this field may automatically populate (for example, if you chose I2 for In-House Labor as the resource code, HR (hour) will populate in this field). You may also query on this field. (Press **F4**, **F2**, **item name%**, **F3**) or if you know it, type it in and press **Enter**. Examples are JB (job), EA (each), CU (course), and BX (box).

Fiscal Year

Enter the fiscal year, and press **Enter** (for example, **1996**).

Rate

This field will be automatically populated if a quantifiable Unit of Measure (UOM) has been selected. For example, if you were completing a resource plan for labor which uses an hourly unit of measure, then the Labor Management Rate (LMR) for the performing organization will appear.

Obj Class Code

This field is automatically populated when the resource code is chosen.

Fiscal Year Est'd Dollars

Notice that the message on the screen advises you to press **F5** to clear the field before you enter new information. You will need to enter the estimate of the amount needed to accomplish the work using this precise resource code. Usually this information will be used for budgetary purposes. Press **Enter**.

Fiscal Year Spread

Enter **Y** (year), **Q** (quarter), or **M** (month) to distribute the funds entered above. Press **Enter**.

The amount you entered above will be evenly distributed. Occasionally, the split will adjust the Fiscal Year Est'd Dollars field slightly; if so and

you need to make any changes for a certain month or quarter, you may go to the field and make the changes. Any changes will be shown in the Fiscal Year Est'd Dollars field.

Press the **End** key to save this information.

You may press **Ctrl + F5** to go to another screen to enter monthly details of the UOM. For example, you choose the resource of labor for a certain organization and the LMR populates with 66.18. In this field, you enter the number of hours in the format you choose to split the costs. For example, the screen will look like this for an organization's monthly costs:

	Quantity	Unit Price	Amount	Quarter
OCT	160	66.18	10,588.80	Qtr 1
NOV	225	66.18	14,890.50	Qtr 1
DEC	176	66.18	11,647.68	Qtr 1
JAN	176	66.18	11,647.68	Qtr 2
FEB	176	66.18	11,647.68	Qtr 2
etc.				

After entering the desired information, press **Ctrl + F6** to copy these calculations back to the previous screen. Your modifications will show in the proper fields (i.e., either the months or the quarters).

Total Contingency Amount

This amount is used for military funds only and represents the amount of funds set aside for unexpected expenses (usually an additional 2%).

Total Fiscal Year Dollars

This is the total of the Fiscal Year Est'd Dollars and Total Contingency Amount fields.

Now you may press **End** to save this information.

Press **F10** to return to Screen 2.3.

Press **F10** to return to the Menu Screen.

Now the resource plan is ready for approval. The status is *Forecasted*. Once it is approved, the status will become *Baseline*.

If you need to amend it after approval, it will need to be approved again. If you do amend the resource plan and it is approved, the status will be changed to *Current*.

Multiple Resource Estimates

As previously stated, several MOAs and resource codes may be required to accomplish any type of work; therefore, additional MOAs and resource codes should be added to the resource plan in the form of multiple estimates.

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

3 Create/Update Resource Estimates **Enter**

You will be at Screen 2.3 (see diagram page B2).

Query the existing resource plan and estimate. Press **F2**, type the **work item code**, and press **F3** to execute. Press **Ctrl + F1** to access the resource estimate.

With the resource plan populating the screen, press **F9 + F7** to create. This will create a new record (F9) and copy existing information from the last estimate (F7).

Press the **Tab** or **Enter** key to move to the field(s) you want to adjust.

Press **F5** key to clear dollar amount data and enter new information.

Press **End** to save.

Press **F10** to return to the previous screen.

The resource plan must now be approved. The status is *Forecasted*. Once it is approved, the status will become *Baseline*.

If you need to amend it after approval, it will need to be approved again. If you do amend the Resource Plan and it is approved, the status will be changed to *Current*.

Press **F10** to return to the Menu Screen.

Multiple Resource Plans

In order to give managers several alternatives, sometimes more than one Resource Plan may be required.

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

3 Create/Update Resource Estimates **Enter**

You will be at Screen 2.3 (see diagram page B2).

Press the **F4** key to create a new record.

You may enter the Work Item Code for this work if you know it. You may also perform a query to enter this information. Press **F4** for a list screen; press **F2** to query; type in the Work Item Code (ex. **A0001%**), and press **F3** to execute. Press **Enter**.

Resource Plan Number

The Resource Plan Number will automatically populate as 2, 3, etc.

Press **Tab** to the second block of the screen and then press **Ctrl + F1** to access the Resource Estimates screen (2.3.1).

Enter all data for this particular MOA and Resource Code as for the basic estimate.

After all data are entered, press the **End** key to save.

If there are other MOAs and resource codes to be entered from Screen 2.3.1, press **F9 + F7** to create. This will create a new record (F9) and copy existing information from the last estimate (F7).

Press the **Tab** or **Enter** key to move to the field(s) you want to adjust.

Press **F5** key to clear dollar amount data and enter new information.

Press **End** to save.

Press **F10**; then press **F10** to return to Menu Screen.

Once the supervisor views these multiple Forecasted plans, one will be chosen to be approved. The approved resource plan will have a status of *Baseline*.

Amend Resource Plans

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

3 Create/Update Resource Estimates **Enter**

You will be at Screen 2.3 (see diagram page B2).

If you need to amend a resource plan to change the funding, etc., query the resource plan and then press **Ctrl + F1** keys to access the resource estimates screen (2.3.1). Make any needed corrections.

To change the calculations in the Fiscal Year Est'd Dollars field, press **F5** to delete the data, type in the new data, and press **End** to save.

Press **F10** to return to Screen 2.3.

The amended resource plan will revert to the *Forecasted* status. Once it is approved, it will be placed in *Current* status.

Press **F10** to return to Menu Screen.

View Cost Account Data

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

5 View Cost Account Data **Enter**

You will be at Screen 3.10A (see diagram page A9).

You may view the information only after costs have been incurred against a Work Item.

The funding information you may view from this screen includes:

- Ordering and Funding Work Item Numbers
- Work Category and Work Category Element
- Resource Code and Element of Resource
- Cost Type and Cost Organization
- Funding Authority/Customer Order Number, Fund Type, and Method of Accomplishment
- Customer Order Item Number
- Management Structure
- Appropriation and Funding Account Number
- Dollars/Hours: Prior FY, Current FY, Current Qtr, Current Month, Cumulative, Unbilled Amount

Press **F10** to return to Screen 1.3.

View Planned versus Actual Cost

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

6 Planned vs. Actual Cost **Enter**

You will be at Screen 1.44.

This allows different views of the planned versus actual costs.

At the Resource Estimates Menu screen, you may press any of the following keys to examine more detailed planned vs. actual data:

- 3** Work Item/Resource Code (Screen 2.102A)
Complete the requested information for each field, and then press **Ctrl + F1** to execute the report.
- 4** Work Item/Resource Code/Work Category/WC Elements (Screen 2.102B)
Complete the requested information for each field, and then press **Ctrl + F1** to execute the report.
- 5** Work Category Elements View Screen (Screen 6.26)
- 6** Project Executive Summary (Screen 6.27)
Follow the instructions on the message line and then press **F10** to exit.

The screen diagrams above can be found beginning on page R4.

Approval Sequence for Resource Plans

Note that a resource plan will always be in one of three categories:

- *Forecasted.* All resource plans will remain in this status until one of the plans has been approved.
- *Baseline.* Once a forecasted plan is selected, it will be approved. Once this happens, it becomes the baseline plan. There may be only one baseline plan for any given Work Item.
- *Current.* Approved changes or amendments to the baseline plan cause the plan to change to the Current status. This plan will remain current until another amendment is entered. Then the amendment will become forecasted until approved. Once approved, it will then again be Current.

To approve a resource plan, you (the person currently logged on the system) must be designated in the Data Manager Table (Access Control Table-Screen 10.1) as a Resource Plan Approver in order to complete this function.

From the CEFMS Main Menu, type

3 Financial Management Functions **Enter**

4 Budgetary/Estimating **Enter**

3 Create/Update Resource Estimates **Enter**

You will be at Screen 2.3 (see diagram page B2).

Press the **F2** key to perform a query of the specific Work Item Code.

The forecasted resource plan will populate the screen.

Ctrl + F1 Create Resource Estimates

You will be at Screen 2.3.1 (see diagram page B3).

Review the available resource plans, and once you have selected one to be used as the baseline, you are ready to approve it. Press the **F10** key to return to Screen 2.3. Now you may press the **F4** key to populate the Approval Date and Approved By fields. The name of the person logged

onto the system will automatically appear in the Approved By field. Once the **End** key is pressed, the status changes to Baseline.

Note: When the status of the parent resource plan is changed to Baseline (i.e., approved), the status of all subordinate plans/estimates is also changed to Baseline.

Press **F10** to exit.